

2. Access the Late HQS Inspection Discrepancy Report

From the *MTCS Main Menu*,

- Use your mouse to click on the words 'MTCS Reports'

A yellow rectangular button with the text "MTCS Reports" in blue, bold, sans-serif font.

The *MTCS Selection Menu* will appear on your screen.

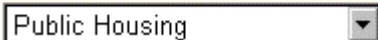
2.1. Program Selection

From the Selection Menu,

You must select a single program type to view this report.

Single program types include:

1. Section 8 Certificates
 2. Section 8 Vouchers
 3. Section 8 Moderate Rehabilitation
- Use your mouse to select a program from the drop-down box

A yellow rectangular header with the text "Program Selection" in blue, bold, sans-serif font.A white rectangular drop-down menu with a black border. The text "Public Housing" is displayed in black font. A small black arrow points downwards from the right side of the box.

- * The *Late HQS Discrepancy Report* is for Section 8 programs only

2.2. Level of Information

Once you have selected a program, you must select a level of information.

To view the *Late HQS Discrepancy Report*, you must select either:

1. Housing Agency
 2. Project (Public & Indian Housing only)
- Use your mouse to select a level of information

 [Housing Agency](#)

- * For more information on how to select a 'level of information,' look on the MTCS documentation web site:

www.hud.gov/pih/systems/mtcs/document.html

2.3. Select the Late HQS Discrepancy Report

After you complete the 'level of information' selection,

- Click on the '**Report Menu**' button

The *MTCS Report Menu* appears on your screen.

- Use your mouse to select the *Late HQS Discrepancy Report*

[Late HQS Inspection Discrepancy](#)